



TREASURY INSPECTOR GENERAL FOR TAX ADMINISTRATION

Solicitation for Office of Audit Leadership Development Program

Announcement No.: 05-TIGTA-110

Position: Leadership Development Program

Organization: Office of Audit

Number of Vacancies: Many

Duty Station: All Stations

Opening Date: 06/27/05

Closing Date: 07/12/05

Bargaining Unit: No

Sensitivity: High Risk

For more information call:

Floyd Palmer, (304) 480-8312

TIGTAINQUIRIES@BPD.TREAS.GOV

WHO MAY APPLY

U.S. Citizens who meet the following category:

1. Current nontemporary TIGTA employees who are a GS-0511-15

PLEASE NOTE

- Please limit application to a two-page maximum and do not use "bullet" statements, please use a narrative format. (Application can be found on last page of this announcement)
- When addressing Rating Factors, please limit each Rating Factor narrative to a two page maximum.

LEADERSHIP DEVELOPMENT PROGRAM

The Office of Audit (OA) is preparing to recruit candidates for its Fiscal Year 2006 Leadership Development Program (LDP) cadre and is seeking qualified candidates. The LDP is designed to enhance leadership skills within the OA through practical application and exposure to a variety of OA and TIGTA programs. The incumbents will be involved in the program for a total of one year.

PROGRAM COMPONENTS

- Completion of a leadership skills Inventory/360 Degree Assessment to measure competencies and determine developmental needs/topics for participant's Individual development Plan (IDP).
- Orientation session to outline program requirements, policies and expectations of participants, and to finalize IDP's. The Orientation session will also include TIGTA-specific training designed to provide exposure to other TIGTA functions and processes. Topics to be covered will include Congressional and Media Liaison, performance measurement and its impact on the budget, Office of Investigations (OI) and its investigatory processes and Counsel/legal issues pertaining to TIGTA and managers in general.
- Assignment of an executive mentor who will meet with the participant (either in person or via the telephone as appropriate) on a periodic basis to discuss the participant's progress on addressing the developmental activities outlined in their IDP, discuss impediments to successful completion of the IDP and work on suggested alternatives to overcome these impediments. The executive mentor will also be available outside of the normally scheduled meeting times to address any program-related issues the participant may have. Executive mentors will be selected from among the four Assistant Inspectors General for Audit.

Details/developmental assignments:

- All participants will serve a 30-day detail to the Office of Management and Policy to provide participants with exposure to the Office's responsibilities and processes including, as appropriate, development of Congressional testimony, Semi-annual Report Preparation, development of OA policies and procedures, and quality assurance activities.
- GS-13 and GS-14 participants will serve a 90-day detail/developmental assignment to a management position at the next higher grade level or equivalent developmental assignment. To provide exposure to new areas of responsibility this detail will be, if possible, in a business unit outside of the participant's current business unit.
- GS-15 participants will serve a 60-day detail to a Congressional staff/committee to gain a perspective on the legislative process. Participants should expect to be assigned as a working member of a Congressional member or Congressional Committee staff.
- Appropriate leadership training courses, readings etc., as identified in the participant's IDP.
- Group Project designed to have the participants work as a team to assess a potential issue facing the OA, develop a strategy for resolving the issue and present the results to the AIGA's for consideration.
- Closeout session to provide results of the group project, obtain feedback on the program and recognize the participants for their participation.

QUALIFICATION REQUIREMENTS

Candidates must meet all qualification requirements, including the following, by July 12, 2005.

Candidates must be a GS-0511-15.

RATING

BASIS OF RATING:

Qualified applicants will be rated on documented experience relating to the following “rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)” listed below. If 10 or fewer qualified applicants are received for this vacancy, an expedited rating process may be used. Under the expedited process all candidates who score at the middle level of a majority of the rating factors will be considered best qualified.

Rating Factors:

1. Describe your career goals and explain how participation in the Office of Audit’s (OA) Leadership Development Program will support these goals.
 2. Effective leaders need to be able to work with and through others to accomplish their goals and deliver products or services that improve situations or operations. Explain how you have demonstrated these characteristics in your current position.
 3. Provide examples of situations where you had to work with a person, or group of people (i.e., co-worker or auditee) who did not share your views on a work-related subject and explain how you were able to overcome these differences to accomplish your goals.
 4. Discuss your experiences and accomplishments in designing audit plans and/or audit programs aimed at ensuring assigned resources are used in a prudent manner, and directed toward improving the effectiveness of the tax administration system.
-

HOW TO APPLY

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.

All applicants are required to submit the following:

1. An SF-50, Notification of Personnel Action that shows your current grade and competitive civil service status.
 2. A description of any relevant knowledge, training, experience, etc. relating to each specific rating factor (found under the “Rating” section of this announcement). Address each rating factor separately.
 3. A copy of your most recent performance appraisal – including the manager’s narrative. (End of Year Appraisal)
 4. Attached application (Last page of this announcement)
-

WHERE TO APPLY

The TIGTA has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the TIGTA vacancies and extending job offers.

- **E-mail**: Using the ‘save as’ feature, save your completed application in either of the following formats: PDF format, Microsoft Word 97 (or later) format or in Rich Text Format (RTF) or Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to TIGTAINQUIRIES@BPD.TREAS.GOV;
- **Fax**: you can submit application packages to (304) 480-8359; OR
- **Submit applications and other forms to:**

TFESB-TIGTA, Rm A3-C
Bureau of the Public Debt
200 3rd Street
Parkersburg WV 26106-5312

Complete application packages must be postmarked no later than July 12, 2005.

HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

Applicants will be notified as to the status of their applications.

Forms are available at www.usajobs.opm.gov or by calling (304) 480-8308.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-8341.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.

Application for the Office of Audit Leadership Development Program

Name:

Grade:

Address:

Phone: (work)
(home)

Manager:

Post of Duty:

In the space provided below please briefly (no more than two pages) describe your reason for applying for the OA's Leadership Development Program and the developmental activities you would like to be involved in, if selected.

Signature

Date